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Approved For Release 1999/08/25 : CIA-RDP78-04782A000100020001-8

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10 MAR 1964

MEMORANDUM FOR: Director of Logistics

THROUGH : Deputy Director (Support)

SUBJECT : Funding of Improvements in the Executive Suite

REFERENCE : (a) Memo to Dir. Logistics dtd 6 February 1964
signed by Dir./OBPAM, subject: FY 1964
Financial Plan.

(b) Memo to Dir. Logistics dtd 3 February 1964,
signed by Dir./OBPAM, subject: Obligations
Incurred on Behalf of the Fine Arts Commission.

1. Early last summer work was begun through the Logistics Services Division on a project for alterations and renovations in the Executive Suite, including replacement or provision of furnishings. At that time, it was estimated the cost would be about [REDACTED] and it was agreed that funds would be provided to cover the cost of this work. Since then there have been a number of changes from the original plan and, of course, the cost has gone beyond the estimated [REDACTED]. In addition, it has been noted that the cost of redecorating several office suites in the Director's Office have been charged to the accounts of that office.

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2. At the same time as the work in the Executive Suite was begun, the Executive Director authorized a contract for interior decorating consultant services estimated to cost about [REDACTED]. Funds to cover this contract were also promised.

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3. In December, the Office of Logistics was given an increase in its allowance for FY 1964 of [REDACTED] was intended to cover both the work being done in the Director's Office and the contract for interior decorating consultant services. The [REDACTED] was taken from the allowance for the Director's Office and consequently the Director's Office is entitled to [REDACTED] worth of alterations and furnishings from Logistics, including the decorating contract. A recent review of the probable requirements for the year, including some work to be done in the Office of the Cable Secretariat (with which your Office is familiar) indicates that the [REDACTED] will be used. In addition there will be certain approved recommendations from the Fine Arts Commission and these will be funded as outlined in reference (b).

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REV DATE 23-2-82 BY 029725

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4. In view of planned moves by the Office of Finance and other requirements anticipated over the remainder of the fiscal year, [REDACTED] has been added to your allowance. This increase, plus an [REDACTED] adjustment resulting from the transfer to you of responsibility for secure areas, brings your revised allowance to [REDACTED]

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[REDACTED]
John M. Clarke
Director of Budget,
Program Analysis and
Manpower

cc: Mr. [REDACTED] 25X1A9a Asst. to the Dir.

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